

Weekly Update

Week of January 16, 2017

Subject: PR260 Strategic Purchasing and Contract Management Course Offered on **March 1-2**

Audience: Agency Training Coordinators, AST Leads, MM Directors, SRM Buyers

The PR260 Strategic Purchasing and Contract Management course will be offered on Wednesday and Thursday, March 1-2, 2017. Below you will find details about the course.

Please forward this message to appropriate staff members within your agency.

Course ID/Title: PR260 Strategic Purchasing and Contract Management

Description: This two-day instructor-led class covers the advanced purchasing topics in the SCEIS Strategic Purchasing process. Participants will become familiar with the Purchasing Manager's procedures using the SCEIS Bidding and Contracting Processes for making complex purchases of \$10,000 and above, redistributing Shopping Carts and Contracts to Buyers, and the following:

- Creating an RFx from an approved Shopping Cart or without one
- Source selection document types
- Understanding the difference between Small Purchases vs Complex Purchases
- Using Document Builder for creating/adding terms and conditions to a solicitation (RFx) and to an Award Statement
- Creating, evaluating and adding parameters to RFxs
- Publishing and formatting a RFX to include; the table of Contents, clauses that require buyer completion, and overall appearance of the document
- Advertising RFxs and sending notifications to registered vendors
- Reviewing, Evaluating, and Accepting bids that are submitted online
- Entering surrogate bids for bids submitted via paper
- Creating and publishing an Amendment, Extension of Award, and No Award Statement
- Creating a subsequent Purchase Order or Contract from an RFx
- Understanding different Contract types and how to edit, update or change contracts and determine contract usage
- Understanding how to establish contracts correctly so they can be sourced
- Reviewing potential Hard Stops on RFxs and Contracts and their impact on the purchasing process

Target Audience: Buyers who create RFxs (Solicitations) and Contracts

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Pre-requisites:

The following item(s) MUST be completed before you can register for the classroom training. Completion of the pre-requisite(s) ensures that participants have the necessary knowledge for class. Material covered in pre-requisite courses will not be re-taught in classroom training.

- SCEIS buyer role is required
- PR101V SCEIS Foundations of Procurement online course ([Click here for more information on PR101V.](#))

Class Date(s):**PR260 - March 1-2 – Spring 2017 Details**

Class Date: Wednesday and Thursday, March 1-2, 2017

Class Time: 9:00 a.m. to 5:00 p.m. each day

Class Location:

SCEIS Training Room 202
1628 Browning Road, Columbia, SC

Registration Instructions:

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemmployee.sc.gov>).
2. In the upper left area of the page, click the MySCLearning tab.
3. Click the "Learning" tile.
4. Complete the pre-requisite, PR101V. In the "Find Learning" tile, use the search box to type in the course ID (PR101V) and click "Go." Find the course title and click "Start Course."
5. After completing PR101V, type the course ID (PR260) in the search box and click "Go."
6. Find the course title and click "See Offerings."
7. Find the class date you prefer, and click "Register Now." (If you do not see "Register Now," you have not completed PR101V.)
8. At the Scheduled Offering box, click "Confirm."
9. Watch for your confirmation email, with class details and instructions.

If you do not receive a confirmation email, please contact the SCEIS Help Desk using the ticket form found here: <http://www.sceis.sc.gov/requests/>.

If you have any questions about this message, please email them to training.sceis@admin.sc.gov.